



**King County**  
**ADMINISTRATIVE SPECIALIST III**  
**PUBLIC HEALTH- SEATTLE & KING COUNTY**  
**CHARS / Jail Health Services**  
**Hourly Rate Range \$16.54 - \$20.97**  
**Job Announcement No.:03RM3655**  
**OPEN: 8/18/03      CLOSE: 8/25/03**

**WHO MAY APPLY:** This career service position is open to all qualified candidates.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 3<sup>rd</sup> Avenue, Suite 1230, Seattle, WA 98104.** Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Que Mathis at (206) 296-1090 for further inquiries.

**PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** King County Correctional Facility; 500 Fifth Avenue, Seattle, WA 98104.

**WORK SCHEDULE:** This 1.0 FTE career service position is overtime eligible. It works a 40 hour work week; 8:00 a.m. - 4:30 p.m. Monday through Friday.

**PRIMARY JOB FUNCTIONS:** This position will provide full-time secretarial support to the CHARS Administrator, Medical Director, Personal Health Services Supervisors. The following essential job functions require clear understanding and skill in applying office guidelines and work methods:

- Act as source of information and/or department liaison to other county departments, outside providers, vendors, etc. May have to deal with sensitive and/or potentially volatile situations.
- Compose, draft, proofread and edit complex documents and reports, contracts, and/or correspondence to include personnel / hiring process paperwork as instructed by PHASS and on behalf of program Administrator.
- Establish and maintain databases and lists of program specific statistics and information. Develop tracking and filing systems to maintain data and files.
- Answer telephone calls; handle telephone calls/issues (i.e. inquiries, questions, complaints), research issues and route to appropriate persons for follow-up. Escort visitors.
- Process the mail for the program's administrative staff. Respond to mail that can be handled with minimal direction. Identify priority/time sensitive matters. Maintain security/confidentiality; prepare and route copies for distribution.
- Schedule meetings and maintain calendars for CHARS Administrator, supervisors and/or organizational units/programs. Work with other division and department staff to coordinate and resolve scheduling conflicts.
- Assist in distributing workload among other clerical staff, provide direction, supervision, training and evaluation; monitor the quality and completion of work.
- Operate and maintain office equipment – fax, copier, printers, and phones.
- Prepare meeting agendas. Attend and take minutes at meetings.

**QUALIFICATIONS:** Proven ability to multi-task, prioritize workload, work under pressure, tight deadlines; provide quick, accurate and thorough turnaround on assignments. Excellent communication skills and critical thinking skills; experience in systems development and large filing systems such as medical records; database management skills; excellent organizational skills. Requires ability to work well independently and manage multiple projects. Requires advanced computer skills, with strong working knowledge of all MS Office

programs, including Word, Excel. **Applicants will be tested in these skills.** Skilled in using Outlook for e-mail and calendar maintenance.

**DESIRED QUALIFICATIONS:** Degree/Certificate in Business Technology, Office Administration, or related field preferred. Four (4) years of customer service experience in the service industry, or equivalent combination of education and experience. Prefer Skills in MS Access

**NECESSARY SPECIAL REQUIREMENTS:**

- Security clearance, use of ID badge. Appointment is provisional until security clearance is acquired.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.

**UNION MEMBERSHIP:** Positions in this classification are represented by International Federation of Professional & Technical Engineers, Local 17 AFL-CIO

**CLASS CODE: 8388**

**SEQUENCE NUMBER: 3487**